

STATEMENT OF WORK
LANDSCAPE FOOTPATH PROJECT
American Embassy Suva, Fiji

INTRODUCTION. This is a firm fixed price contract for re-establishing and upgrading the existing Landscape Footpath at the US Embassy compound located at 158 Prince Road. The path must meet the requirements outlined in Section 2.0 Scope of Work. The finished path will total 370.00 lineal meters in length. All potential bidders are invited to attend a site walk-through on Monday March 9th, 2015 at 10 AM. If interested please provide the full name of the individual along with your company name to Ellen Moses at MosesEE@state.gov no later than 3 PM on Thursday March 5th 2015

1.0 PROPOSAL PACKAGE. All price proposal packages are due by 12.00noon 17TH March 2015. The package evaluation will be based on lowest price, technically acceptable. The proposal package must include all of the following to be considered for this service:

- a) Company Name
- b) Director or Project Lead responsible for work statement completion.
- c) Office and Mobile phone numbers.
- d) Portfolio of current and past similar works.
- e) Contractor Personnel required
- f) Contractor Personnel qualification and skill levels
- g) Work plan to include a calendar of proposed dates start and completion dates.

2.0 SCOPE OF WORK: The intent of this work is to re-establish and upgrade the existing landscape path within the US Embassy Chancery compound. The works will include:

Setting-out the footprint of the landscape path as per attached setout drawings

- a) The new landscape path shall be 1.500m in width.
- b) The landscape path finished level shall at all instances, always be at the same level as the surrounding topography.
- c) The landscape path cross-section must always be levelled horizontally.
- d) The setout of the landscape path shall ensure that it is 600mm away from all drainage embankments.
- e) The landscape path plotted area shall be excavated to a depth of 150mm.
- f) All excavated topsoil shall be relocated to designated areas on the Embassy compound as directed by the Embassy representative.
- g) Lay 50mm thick sand blinding sub-base and compact to 100% density.
- h) Lay a weed barrier underlayment over sand blinding sub-base.
- i) Turn up weed barrier on each side of the new landscape path to cover 100mm thickness of 10mm crushed gravel fill.
- j) Fill new landscape path with 10mm crushed gravel, spread evenly throughout.
- k) In places where the topography changes gradient which will deem the erosion of the landscape path due to torrential rain, then the path shall be graded with steps in topography. The locations will be identified during the solicitation walk-through.
- l) The landscape path shall maintain a tread grade no shorter than 1.200 with risers no higher than 150mm
- m) The risers shall be framed with an erosion barrier equivalent to 150mm diameter pine pole the width of the landscape path.
- n) All risers shall be held in place with two (2) D16 bars, 600mm long drilled through the pine post risers.

3.0 WORK STANDARDS AND QUALIFICATIONS: Contractor shall demonstrate experience with landscaping, walking tracks, or packed gravel driveways. Additionally, the awarded contractor is responsible for providing qualified and skilled labor to schedule, plot & layout, excavate and establish the finished walking surface per the scope requirements. The contractor shall furnish all tools, equipment, and required Protective Personnel Equipment for their workers. During construction the contractor shall ensure that the site is clean and materials and equipment are stored away safely each day. Upon completion of the project the contractor must remove all rubbish from the site.

4.0 SECURITY REQUIREMENTS: Upon award of contract, the contractor must furnish details of all staff that will be onsite. The details will be inclusive of:

- a) Full Name
- b) Position

The US Embassy reserves the right to refuse entry to any or all contractor personnel. Each contractor personnel must have a valid identity card to present for entry into the embassy. No personal mobile phones and cameras will be allowed.

5.0 HOURS OF WORK: The US Embassy normal working hours are Monday to Thursday 08.00 – 17.30hrs, Friday 08.00 – 15.00hrs. No work will be allowed on Fiji and American Public Holidays.

6.0 UTILITIES: The contractor will have access to water and electricity on site. The electrical supply at the US Embassy is a 220-240V supply however the wall female sockets are American Nema-6 wall plates. The US Embassy will provide adaptors for the contractor to ensure equipment's can be connected to the electrical supply. The contractor will have limited access to toilet facilities. Limited storage will be provided for equipment and material, however, the US Embassy holds no responsibility for contractor's equipment stored onsite.

7.0 SAFETY: Safety is the highest priority on this and all US Embassy contracts. The contractor shall direct all of those under his charge to work safely. The US Embassy reserves right to stop and/or remove from site contractor personnel who fail to comply with relevant OHS/OHSA requirements. During construction the contractor shall ensure that the site is clean and materials and equipment are stored away safely each day. Upon completion of the project the contractor must remove all rubbish from the site.

8.0 POINTS OF CONTACT: The US Embassy point of contact will be For any work statement or solicitation questions please contact Ellen Moses on 3314466 or Email: MosesEE@State.gov